[Name of billing authority]

Regulation 37 of the Council Tax

(Administration and Enforcement) Regulations 1992

[Debtor’s name [Payroll/Works No.] [Billing authority’s reference]

and address]

To any persons who has in his employment the person named above.

On [date] the [name] magistrates’ court made a liability order under regulation 34 of the Council Tax ( Administration and Enforcement) Regulations 1992 against the person named above in respect of an amount of which £[amount] is outstanding at the date of the making of this order. The order relates to the outstanding amount.

YOU ARE ORDERD by [name of billing authority] to make deductions from the net earnings (as defined in regulation 32 of those Regulations) of the person named above at the times and at the rate specified in regulations 38 of those Regulations. The first such deductions shall be made as soon as reasonably practicable after the service on you of a copy order. A copy regulations 39 to 42 and Schedule 4, are set out at the end of this order.

YOU ARE ALSO ORDERED to pay each sum deducted to [name billing authority and address for payments] within the period of 19 days beginning on the last day of the month in which the deduction was made.

Dated, 20.....................

Proper officer of the authority

\*Indorsement on copy sent to person appearing to have the debtor in his employment

It appears to [name of billing authority] that you have the above-named debtor in your employment. You must notify [name of billing authority] in writing within 14 days of the date of service on you of this copy of the order if you do not have the debtor in your employment. You must also notify [name of billing authority] in writing within 14 days of the day on which the debtor leaves your employment. Failure to do so may render you liable to a fine.

\*Indorsement on copy sent to debtor

This is a copy on an attachment of earnings order served on your employer. If you leave his employment or become employed or re-employed you must notify [name of billing authority] in writing within 14 days, giving the particulars specified in regulation 40(1) of the Regulations mentioned in the order. Failure to do so may render you liable to a fine.

Italics indicated words or figures to be inserted.

\*Delete whichever indorsement is inapplicable